MORDT

SEA training

COMMARFORRES

MARINE CORPS MOBILIZATION COMMAND
Mobilization Operational Deployment Readiness Test

- MISSION:
  - Provide Quality Forces to the Gaining Force Commander (GFC)
- STANDARD: MOBILIZATION CAPABLE
  - Well Trained
  - Properly equipped
  - Expeditiously Deployed

GRADE: Assigned by **COMMARFORRES**

MORDT

- Assessment Schedule
  - Team members
  - Location
- Coordinating Instructions
  - All details that team members need to know
    - Reachback and all phone numbers
    - Teams composition
    - Week long schedule with significant events
    - Conference calls
    - Checklists and after action reports

MORDT

- Responsibilities of the SEA
  - Not in writing
  - **The SAO owns the team, YOU run it.**
  - Contact all members of the team:
    - Check accommodations
    - Check flight schedules – coordinate with driver
    - Establish meeting the night before if necessary (team on deck report before 2200L)
    - Uniform of the day
    - Good cell phone numbers
  - View target unit’s reports and deficiencies
    - On KCMAWeb

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- Responsibilities of the SEA
  - Have all copies of the checklists
    - If not on paper, then use a stick drive (USB) or have all files on CD ROM in case unit is using old technology
  - Know your computer and be able to establish a connection to KCMAWEB
    - Ensure you are on the G-3/MORDT access list
    - Most team members have MFR accounts – they're going away. Know how to access your NMCI account over MFR servers. (use computer setup cheatsheet)
    - Don't forget to ask the unit for their printer "name"

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- Conduct of the MORDT assessment
  - Friday morning
    - Breakfast meeting
    - SAO's brief (if applicable)
    - Arrive at unit:
      - Start the recall
      - Request accommodations to include workspace, privacy, computer, and access to a networked printer
      - Determine when each of your GMAs will be inspected: Family Readiness, PWST, Recall, and Muster
    - In-Brief
      - Convey your role to staff
      - Go on unit tour with SAO after brief

MORDT

- Conduct of the MORDT assessment
  - Friday morning
    - Senior enlisted interview
      - As detailed as possible
      - Inquire as to time of muster
      - Do not leave a copy of interview
    - Monitor the other assessors – provide assistance if necessary
    - Recall
      - Observe unit conducting recall, use checklist and admin checklist as a guide. Ensure they are using proper documentation to record results
      - If desired, alter script to include “PT shorts” or other item to be quizzed on during muster

MORDT

- Conduct of the MORDT assessment
  - Friday (contd.)
    - Recall (contd.)
      - If phone tree method is used, you may contact primary callers to ensure their instructions are clear.(optional)
    - Muster
      - Ensure all exemptions are reported to you by 1400
      - Check to make sure exemptions are documented properly
      - Make sure Admin chief, Admin O, 1stSgt, CO are aware of muster sheets, copies of exemption documentation, and final documentation before you leave – they have to know the “magic number” of how many to expect in formation @muster.

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- Conduct of the MORDT assessment
  - Timing and parameters
    - Set time for chow hour, or breaks
    - For 4-drill weekends, 1630 is a good time to stop. If there is a 5-drill weekend, coordinate with SAO and unit to see if working through the night (2100 hours max) is warranted to shorten the next day
    - When departing the unit, ensure space is cleaned up and no paperwork or files are accessible. Log off computer, take all media
    - Liberty at the discretion of the SAO

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- Conduct of the MORDT assessment
  - Saturday
    - Coordinate individual event times with other members of the assessment team
    - End recall 24 hours after start
    - Inform senior (or mustering) enlisted personnel to form up the unit alphabetically for muster
    - Conduct the Muster
      - Ensure area is secure
      - Designate team members to assist (embark, admin)
      - Use muster sheets from the day before, and only mark who is actually on deck

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- Conduct of the MORDT assessment
  - Saturday
    - Conduct the Muster (contd)
      - Physically verify who is standing in front of you, using their ID card. Have the mustering official intervene in case of no ID.
      - Ask questions periodically to verify they were contacted via emergency recall
      - Complete accountability and return to work space to ‘crunch the numbers’
    - Calculate the Recall data
      - Remember who verify who is “eligible” for recall
      - Report Recall and Muster results to SAO

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- Conduct of the MORDT assessment
  - Saturday
    - Family readiness assessment
      - SAO want to conduct?
      - Usually 1stSgt or senior enlisted
      - Verify all items on checklist, ask to see proof – not just discuss. It's either YES or NO.
      - Checklist details.
    - PWST
      - SAO want to conduct?
      - Not associated with unit reports. Separate checklist and electronic entries on KCMAWeb. Ensure all are filled out completely to include "command climate"

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- Wrapping it up
  - Saturday PM
    - Designated data entry clerk (if not yourself)
      - Ensure all handwritten checklists are electronically converted, remind assessors that comments are required and may be replicated on the SAO Executive Summary Report
      - KCMAWeb Scorecard. After properly filled out, proceed to
      - KCMAWeb SAOESR. Ensure all team members are present in order to facilitate accurate comments on unit
      - Email all reports to include checklists to MOBCOM (Mordti, LtCol Touchstone, etc.)
      - Only print out one set of checklists to unit to ensure they are not reading checklists during out brief

MORDT

- Wrapping it up
  - Saturday PM
    - Coordinate Out Brief with SAO and ensure team members know what to report. Keep it general and only touch on high points.
    - Before out brief, ensure space is squared away and all team members have their belongings. Do not return to space.
    - Conduct out brief. Leave the unit immediately – do not socialize.
- Ensure you and your team is squared away. SAFETY FIRST
- Get back alive.

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